# GRANT AWARD DOCUMENT and LETTER OF CREDIT WEB PAGE - QUICK GUIDE

### 1. What information is available on this website?

This website provides Food and Nutrition Service (FNS) grantees with an Adobe Portable Document Format (PDF) version of their Grant Award Document (GAD) and Letter of Credit (LOC) amendments. The reports have been electronically signed and dated by an authorized FNS employee.

## 2. What software do I need to use this website?

Adobe Reader is required to view the GAD or LOC documents. This software can be downloaded at no charge by selecting the following icon from the web page. Here are the system requirements for the latest version:



#### Adobe Reader 7.0.5 system requirements

#### Windows

- Intel® Pentium® processor
- Microsoft® Windows 2000 with Service Pack 2, Windows XP Professional or Home Edition, or Windows XP Tablet PC Edition, Windows 2003 Server, Windows NT SP6 or 6a
- 128MB of RAM min, 256 MB or greater recommended
- Up to 90MB of available hard-disk space
- Microsoft Internet Explorer 5.5 or higher or Netscape 7.1 or 8.0, Firefox 1.0 or Mozilla 1.7

## Macintosh

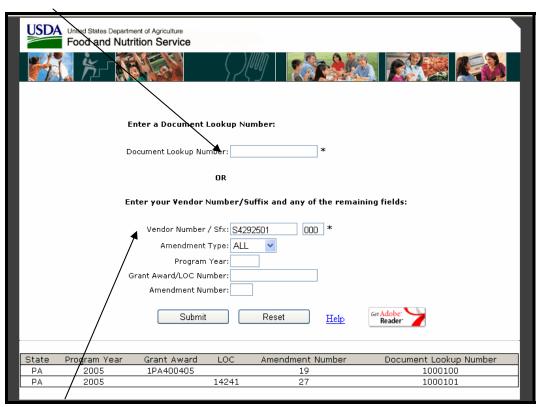
- PowerPC® G4, G5 processor
- Mac OS X v.10.2.8 or 10.3 or 10.4
- 128 MB of RAM minimum, 256 MB or greater memory recommended
- Up to 110MB of available hard-disk space

## 3. How often is this website updated?

The website is updated nightly to include all GAD and LOC amendments electronically signed that day.

## 4. How can I view my Grant Award Document or Letter of Credit

This site has two options available to retrieve GAD or LOC amendments. The first requires that you use a <u>Document Lookup Number</u> to inquire about a specific amendment. This number was provided to the grantee in the email that FNS sent at the close of business on the day the amendment was signed. When the <u>Document Lookup Number</u> is used, no other data entry is required.



The second option requires that you enter a <u>Vendor Number/Sfx</u> and choose an <u>Amendment Type</u>. The three remaining fields are optional and may be used to filter your results. The optional fields are <u>Program Year</u>, <u>Grant Award / LOC Number</u> and Amendment Number.

**Vendor Number / Sfx** a unique number assigned by FNS which identifies a

grantee. A grantee's vendor number can be found in section 3 of the GAD. The Sfx field defaults to "000" to agree with

the majority of our vendors.

**Amendment Type** the three options available are ALL, GAD or LOC

**Program Year** the program year can be found in section 5 of the GAD and

on the upper-right corner of the LOC document

Grant Award / LOC Number when selecting Amendment Type GAD or LOC, a user can

enter a valid <u>Grant Award Number</u> or <u>LOC Number</u>. The <u>Grant Award Number</u> can be found in section 5 of the GAD

and the LOC Number on the LOC document.

**Amendment Number** the <u>Amendment Number</u> can be found in section 5 of the

GAD and at the top of the LOC document

USDA United States Department of Agriculture Food and Nutrition Service	
Enter a Document Lookup Number:	
Document Lookup Number: *	
OR	
Enter your Vendor Number/Suffix and any of the remaining fields:	
Vendor Number / Sfx: S4291501 000 *	
Amendment Type: ALL	
Program Year:	
Grant Award/LOC Number:	
Amendment Number:	
Submit Reset <u>Help</u> ▼	Ger Adober Reader
State Program Year Grant Award LOC Amendment Number	Document Lookup Number
PA 2005 1PA300305 6 PA 2005 1PA300305 7	<u>1000145</u> 1000146 <b>▶</b>
FA 2003 1FA300303 /	1000140

Regardless of which option is used, when the "Submit" button is clicked, a list of amendments will be displayed which match the criteria provided in the filter.

When the web page pulls up the list of amendments, place your cursor on the <u>Document Lookup Number</u> at the bottom of the screen and select the amendment you wish to view by clicking on the <u>Document Lookup Number</u>. A PDF version of this amendment will appear in a separate window. The report can be printed or saved by using the appropriate icons at the top of the report. Closing the window will allow you to select a different amendment or resubmit with a different set of criteria.

